

Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 – Information – Published – Orders – Issued.

HEALTH MEDICAL & FAMILY WELFARE (OP) DEPARTMENT

G.O.Rt.No.253,

Dated: 31-03-2023

Read the following:-

1. The Right to Information Act, 2005, (Act No.22 of 2005 Central Act) Published in Gazette of India (Extraordinary) vide Notification No.25, dt: 21-6-2005.
2. Circular Memo. No.85305/I&PR.II/A1/2005-2, GA(I&PR-II) Department, dt: 25-07-2005.
3. U.O.Note No.38321/RTIA/GPM&AR/08-2, G.A. (GPM&AR) Department, dt: 20-11-2008.

W.No.18

AMARAVATI, TUESDAY, MAY 9, 2023

G.105

ORDER:

PART I - NOTIFICATIONS BY GOVERNMENT, HEADS OF DEPARTMENTS

Section 4 (1)(b) of the Right to Information Act, 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish information on 17 items referred to therein the said section and shall be updated every year.

NOTIFICATIONS BY GOVERNMENT

2. Now, therefore, in compliance of the above statutory obligation, information in respect of Health, Medical & Family Welfare Department is herewith published as noted in the Annexure to this order.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M T KRISHNA BABU

PRINCIPAL CHIEF SECRETARY TO GOVERNMENT

To

All Head of Departments of H.M&F.W Department

The G.A (I&PR.II) Department.

The G.A (GPM&AR) Department

Copy to :

All Officers in H.M&F.W Department

All Sections in H.M&F.W Department

P.S. to Principal Secretary to Government, H.M&F.W Dept.,

SF/SC

//FORWARDED :: BY ORDER//


SECTION OFFICER

**HEALTH
MEDICAL,
AND FAMILY
WELFARE
DEPARTMENT
A.P.
SECRETARIAT
RTI ACT, 2005
SECTION 4(1)(b)**

Introduction

The right to Information Bill 2005 was passed by the Houses of Parliament received the assent of the President of India on 15-06-05 on 21-06-2005 and it was published as Right to Information Act 2005 in the Gazette of India vide No. 25 on 21-06-2005 and it has come into force with effect from 15-06-2005.

As per the Act, each public authority has to fulfill certain obligations before expiry of 100/120 days from the commencement of Act i.e., by 23-09-2005/12-10-2005.

Section 4 (1) (a) of Act Casts on obligation on each public authority to maintain records. This section reads as follows.

"Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated."

Section 4 (1) (b) of the Act Casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society Organizations, Public information officers and Asst. Public Information Officer and appellate officers etc.

Section 4(1)(b)(i): Organization functions and duties:-

| S.No | Name of Organisation | Address | Functions | Duties |
|-------------|--|--|---|--|
| 1 | Health, Medical & Family Welfare Department | Ground Floor, 5th Block, A.P Secretariat, Velagapudi | The Business transacted by the Department is as specified in the 1st Schedule under rule 4 of A.P. Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the constitution of India by the Governor of A.P | Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions |

Section 4(1)(b)(ii) : Powers and Duties of Officers and Employees:-

1. The Special Chief Secretary to Government / Principal Secretary to Government Secretary to Government:

Special Chief Secretary, Principal Secretary and the other Secretaries in a department the senior most among them shall be the official Head of the Department and they shall deal with such subjects as are allotted and, assigned to them by the Chief Secretary, as he may deem fit, in the interests of the administration.

The Special Chief Secretary/ Principal Secretary/ Secretary is usually assisted by one or more Additional, Joint, Deputy, Under or Assistant Secretaries and such other officers subordinate to him as the Government may determine.

2. The Additional/Joint Secretary/ Deputy Secretary to Govt.:

The Additional Secretary/Joint Secretary/Deputy Secretary occupies a position almost identical to that of Secretary in regard to subjects allocated to him and he can circulate file to the Chief Secretary, Minister in-charge or other Ministers or Chief Minister or Governor like as per Secretariat Instruction 8(e) i.e. in all cases where a file is sent by a Deputy Secretary, Draftsman, Joint Secretary, Additional Secretary, Officer on Special Duty to Minister without submitting it to the Secretary, the file will have to pass through the Secretary on its return from the Minister. He exercises also the functions of an Assistant Secretary as described in the next paragraph.

The Special Chief Secretary/Principal Secretary/Secretary of the department remains responsible for the subjects allotted to the Additional/Joint/Deputy Secretary. The latter consults the Special Chief Secretary/Principal Secretary/Secretary on cases dealing with important questions of principle or any other cases, which he considers to be of special importance.

3. The Assistant Secretary to Government:

Assistant Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and discipline.

4. Section Officer:

The Section Officer is in-charge of a Section in a Secretariat department. He is assisted by a certain number of Assistant Section Officers. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business in all stages in his section. The training of Assistant Section Officers under him is one of his principal functions. He must see that his Assistant Section Officers exercise proper selection in their work (i.e., they do not waste time and paper on needless noting or correspondence) and that really emergent matters are given immediate attention. He will not be merely a Section

He is responsible for the accuracy of the notes and drafts proceeding from his section. He cannot throw that responsibility on his Assistant Section Officers. He is not expected to express views or to suggest what orders should be passed on a case except when there is clear precedent or the case is of a routine nature or the orders necessarily follow from some provision of law or rule. He should check the correctness of facts stated in any note or draft, which may have been added to the file after it was submitted for orders, as soon as it returns to the Section and before the draft is issued or the case is passed on to another department. He is required to be well versed, with the computer operations and processing. He maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his Assistant Section Officers.

5. The Assistant Section Officer:

The main duty of the Assistant Section Officer in a section is to assist the Section Officer in dealing with the cases pertaining to the subjects allotted to the section. He has to properly reference the current file and note file of each case. He has to prepare notes and drafts after taking the guidance of the Section Officer wherever necessary. He is required to be well versed with the computer operations.

6. P.S/Stenographers:

Private Secretaries to the officers of the rank of Secretary and above, do shorthand work and other Peshi duties and Stenographers of Special/Senior/Junior category do shorthand work for Additional Secretaries, Joint Secretaries, Deputy Secretaries and Assistant Secretaries and Other items of work as are entrusted to them. The Private Secretaries attached to the Peshi Secretaries and other higher officers and the Stenographers are required to be well versed with the computer operations/processing.

7. The Typist-cum-Assistant:

Assistants and Typist-cum-Assistants are required to do work of a routine and mechanical nature such as maintaining the prescribed registers and stock files, typing notes and drafts fair copying, dispatching, indexing etc., They are also required to be well acquainted with the computer operations.

| SECTION | SUBJECTS |
|-------------------|--|
| (A) | |
| A.S.O. –I | <ul style="list-style-type: none"> ✓ Service matters of Asst. Professors included in A.P. Medical Education Services and other teaching staff of equal categories, including recruitment, appointment, transfer, promotion, leave, other service matters etc. ✓ Service matters of staff included in A.P. Medical Education and Dental Services of Assistant Professor/Tutor etc. ✓ Service matters of Associate Professors, Professors, Additional Directors, including Principals, Superintendents of Medical and Dental Colleges, and Directors of Medical Education (A.P. Medical Education Service). ✓ Establishment of New Departments / Posts etc in Medical and Dental Colleges of the State. ✓ Service matters of Medical and Dental Faculty / Teaching staff of the cadre of Associate Professor and above of all Medical, Dental Colleges. ✓ Matters relating to service conditions and representations of officers of A.P. Medical Education Service. ✓ Proposals relating to release of budget pertaining to DME |
| A.S.O. –II | <ul style="list-style-type: none"> ✓ Service matters of teaching faculty and non-teaching staff of RIMS, GMCs /MNJ (Schedule-9 & 10 of APRAC, 2014), Dental Colleges & VIMS and other autonomous medical education institutions. ✓ Service matters of Bio-chemists, Physiotherapists, Occupational Therapists, Dieticians and other Non-Gazetted staff working under the DME. ✓ All establishment matters of all categories of employees other than teaching staff relating to medical and dental colleges in the state. ✓ All policy and programme matters relating to GMCs, VIMS and other autonomous medical education institutions. ✓ OMC Rules- APPH Sub-ordinate Service Rules – A.P. Medical Ministerial Services – Branch I (Medical) & Branch-III (General) – Rules relating to training of L.Ts. L.As, Radiographers, Dark Room Assistants. ✓ All medical Sub-ordinate OMC Rules. ✓ Matters relating to Trauma care Units under the control of DME. ✓ All service matters relating to Dieticians under control of DME. |
| (B) | |
| A.S.O –I | <ul style="list-style-type: none"> ✓ Service matters of CAS, Deputy Civil Surgeons, DAS, Deputy Dental Surgeons, Civil Surgeons and above of the non-teaching side under the control of Directorate of Public Health. ✓ All service matters of District Leprosy Officers, District Malaria and District TB Officers. ✓ Recruitment, Appointment, Transfer, promotion, maintenance of seniority lists of CAS, DAS, DCS and CS. ✓ AP Public Health Act and the rules thereof. ✓ AP Medical Employees Union/Association Matters relating to elections/recognitions/bye laws. ✓ Proposals relating to release of budget pertaining to DPH. |
| A.S.O –II | <ul style="list-style-type: none"> ✓ Service matters relating to the personnel belonging to Ministerial Service and the Gazetted Administrative Establishment including Assistant, Deputy, Joint and Additional Directors under the control of Directorate of Public Health. ✓ Service matters of Bio-chemists, Physiotherapists, Occupational Therapists, Dieticians and other Non-Gazetted staff working under the DPH. ✓ Emergency Relief in Natural Calamities, floods, drought, etc. |

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| | <ul style="list-style-type: none"> ✓ Covid-19 etc. ✓ Coordination and oversight of Integrated Disease Control Programme (IDCP), National Vector-Borne Disease Control Programme (NVBDCP). ✓ Private Healthcare Establishment Registration Act 2002/ Health Care Establishment Act 2010 and the rules thereof, including Enforcement and Monitoring ✓ Establishment of new PHCs ✓ All matters relating to SHTO |
| (C) | |
| A.S.O –I | <ul style="list-style-type: none"> ✓ Matters relating to Undergraduate Medical Education; Rules relating to MBBS / BDS and follow-up thereof ✓ Matters relating to Post-Graduate Medical Education and Super Specialty Courses – Administration of Rules and Regulations thereof. ✓ Sanction of new Medical Colleges / Dental Colleges (both Govt and private) ✓ Management of Internship and Residency Programmes, including inter-college /hospital transfers ✓ All matters relating to Private Medical Institutions (Corporate Hospitals) including PME Act and its rules etc., ✓ Indian Medical Council and A.P. State Medical Council & related matters – ✓ A.P. Medical Practitioners Registration Act, 1968 ✓ A.P. State Dental Council & related matters. ✓ Coordination with Medical Council of India / Dental Council of India etc. ✓ Medical Education Reform /Faculty Development; Research and Training; Continuing Medical Education for all medical staff of AP Medical Education Service, etc. ✓ Matters relating to AIIMS. |
| A.S.O –II | <ul style="list-style-type: none"> ✓ All matters relating to SVIMS ✓ All matters relating to Dr. YSR University of Health Sciences. ✓ Degree and PG Nursing Courses under Dr.YSRUHS viz., BSc(N), PBBSc(N) Msc.,(N) BSC(MLT) and BPT and allied degree courses. ✓ All matters relating to grant of clinical attachment/clinical affiliation to Dental and Nursing colleges with teaching hospitals and Dist HQ Hospitals and Area hospitals. ✓ High-Power Committee and Fee-Fixation Committee and other such Committees on Medical Education. |
| (D) | |
| A.S.O –I | <ul style="list-style-type: none"> ✓ Administration of APVVP Act 29 of 1986 and the Rules thereof. ✓ Matters relating to up-gradation and development of hospitals under the control of APVVP. ✓ All service matters of Civil Asst. Surgeons/ Deputy Civil Surgeons / Para medical staff and Non-technical staff working under the control of APVVP, including recruitment and appointment etc. ✓ All service matters of Commissionerate of APVVP, DCHS, Civil Surgeons including working under the control of APVVP. ✓ All matters relating to the Trauma Care Units under the control of APVVP ✓ Emergency Medical Management Network for AP ✓ All matters relating to the APVVP Hospital Services ✓ Matters relating to SADAREM |
| A.S.O –II | <ul style="list-style-type: none"> ✓ AP Health Sector Reform Programme (APHSRP) (APHSSP) ✓ All cases of Organ Donation, Jeevandan, AP Organ Transplantation Act 1995 |

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| | <p>Development Committees of Hospitals under the DME/ APVVP and DPH and other establishments of the department.</p> <ul style="list-style-type: none"> ✓ All Service matters relating to Dieticians under the control of APVVP ✓ Service matters of Bio-chemists, Physiotherapists, Occupational Therapists, Dieticians and other Non-Gazetted staff working under the APVVP. ✓ Proposals relating to release of budget pertaining to APVVP. |
| (E) | |
| A.S.O –I | <ul style="list-style-type: none"> ✓ All matters relating to the services and working conditions of Nursing Professionals of all cadres (all HODs) ✓ Urban Health Care System – UHCs and all related health institutions ✓ Matters relating to Surrogacy Act and ART act and the rules thereon. ✓ Service matters relating to Contingent Employees, NMRs etc., in terms of G.O.Ms.No.212, Finance Dt.22.4.94 ✓ Matters relating to establishment of sub-centres, health & wellness centres, YSR village clinics, UPHSCs ✓ Proposals relating to release of budget pertaining to HFW&NHM ✓ All issues relating to School Health Programme ✓ All matters relating to the National TB and Leprosy programmes – Revised National Tuberculosis Control Programme (RNTCP) and National Leprosy Eradication Programme (NLEP) ✓ National Programme of prevention of deafness, Right to hearing society. ✓ National Programmes for prevention of visual impairment and control of Blindness, Right to Sight Society, National Programme for control of Blindness (NPCB) ✓ All matters relating Statistics of Births & Deaths Registration Act., ✓ All matters pertains to PCNDT Act, 1994; prevention of Trafficking and sexual exploitation of Women and Children ✓ Matters relating to ICDS, Nutrition Support, women associations and handicapped welfare etc. |
| A.S.O –II | <ul style="list-style-type: none"> ✓ All Schemes relating to NHM including NCDs ✓ National Programme for Health Care for Elderly (NPHCE), all mental Health related matters including National Health Programme (NMHP), National Iodine Deficiency programme (NIDP), National Programme for control of Cancer, Diabetes, Cardio-Vascular diseases and Stroke (NPCDCS), Enforcement of Tobacco prevention Act and the rules thereof ✓ Matters relating Indian Institute of Health and Family Welfare (H&FW), Regional Training Centres (RTCs) and District Training Teams (DTTs) ✓ Coordination with UNICEF, DFID, UNFPA, World Bank, WHO and other international organisations. ✓ All Matters relating to the Tribal Health Programme and Special Programmes for the Vulnerable Groups ✓ All matters relating to the State Family Welfare Bureau, City Family Welfare Bureau and District Family Welfare Bureau, State Population Policy, etc. ✓ All matters relating to release of Grants-in-aid to Local Bodies and Voluntary Agencies etc., under Family Welfare Programme. ✓ All matters relating to the F.W Centers, Training Centers, Sterilization Wards, Population Stabilisation initiatives and the Family Welfare Programme, etc. ✓ Management of NGO and PPP MOA with NGOs for Management of Primary Health Institutions. |
| (F) | |
| A.S.O –I | <ul style="list-style-type: none"> ✓ Service matters relating to the Gazetted and Non-Gazetted establishment of AYUSH Department, including the selection, appointment, promotion, and absorption of personnel. ✓ Matters relating to the AYUSH related Employee's Unions and Associations |

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| | <ul style="list-style-type: none"> ✓ Parliament Questions (Coordination, Monitoring & Reporting) ✓ Proposals relating to release of budget pertaining to AYUSH |
| A.S.O –II | <ul style="list-style-type: none"> ✓ Matters relating to sanction of schemes, opening of Dispensaries / Hospitals ✓ Sanction and continuation of staff and allied matters relating to AYUSH ✓ Grants-in-aid to private institutions of AYUSH. ✓ All Non-Service matters relating to the Homoeopathy Wing of AYUSH. ✓ Rules of admission to the courses of Diploma, Degree and PG in AYUSH Courses. ✓ Centrally Sponsored Schemes – Indian Medicine Board; Integrated Indian Herbarium, and RMPs and LMPs (Indian Medicine) ✓ Andhra Pradesh Medicinal Plants Board. |
| (G) | |
| A.S.O –I | <ul style="list-style-type: none"> ✓ Address by Governor in Assembly / Joint Houses. ✓ Consolidation of reports for Independence and Republic Day functions & Consolidation of Matters Pending with Central Government and submission of periodical reports to the Minister / CM ✓ Co-ordination of State Administrative Report ✓ Collectors' Conference – Preparation and Follow-up ✓ Co-ordination of Annual Plan and Budget Preparation for HM&FW Department ✓ Collection and compilation of Statistics pertaining to Budget performance – approval, releases, utilisation etc. ✓ Budget allotment for Plan Schemes, Centrally sponsored, centrally aided and Central Sector Schemes – proposals, approval, releases and utilisation monitoring. ✓ Maintenance of Budget Register for the Department and all matters relating to the Department's budget management – allocation, releases, utilisation etc. ✓ Collection and compilation of data pertaining to plan performance and submission (every month and periodically) for the meetings of Officials and Ministers ✓ Follow-up action on Budget speech of Minister (M&H)/ Finance Minister and CM ✓ Review of Plan and Non-Plan schemes ✓ Evaluation of Plan and centrally assisted schemes etc. ✓ Finance Commission related issues. ✓ Follow-up to Government of India queries and proposals to Govt., of India on Central schemes; Progress reports to GoI on Central schemes. |
| A.S.O –II | <ul style="list-style-type: none"> ✓ All matters relating to the services and working conditions of ASHA workers, Community Health Workers, MPHA and MPHS, PHNs etc. ✓ Service Matters relating to all MLHPs, CHOs, FNOs and MNOs ✓ Service Matters of Paramedical Staff and A.P. Public Health Subordinate Services, including MPHA, MPHS and MPHEOs. ✓ All matters relating to Village and Ward Secretariats ✓ All matters relating to ANM and allied training institutions (grant of permissions) ✓ All matters relating to the 'outsourced' services employing paramedical and support staff ✓ All matters relating to the recruitment and appointment of Paramedical staff under the control of Commissionerate of Health and Family Welfare i.e DH&FW, DPH&FW and APVVP. ✓ All matters relating to the Diploma in Public Health & Sanitation Technology for recruitment to the post of MPHA. |
| (H) | |

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| A.S.O –I | <ul style="list-style-type: none"> ✓ All matters relating to the Food Adulteration Act 1954, APPFA, Licensing Rules, etc. ✓ Enforcement of food and water quality standard ✓ AP Human Rights Commission and National Human Rights Commission (Coordination). ✓ Matters relating to APMERC ✓ Proposals relating to release of budget pertaining to IPM, APMSIDC |
| A.S.O –II | <ul style="list-style-type: none"> ✓ All matters relating to the APMSIDC, including the Policy, Establishment, and Operational issues. ✓ Notification of Essential Medicines List and policy formulation and oversight of Drugs & Equipment procurement ✓ Coordination of civil works and maintenance of buildings by APMSIDC. ✓ Implementation of Sanitation Policy, Procurement Policy and Equipment Management Policy ✓ All administrative approvals relating to up-gradation of Hospitals, Sanction of Civil Works, all construction activities, Procurement of equipment, Maintenance of Buildings, Sanitation, Diet, etc., relating to all Medical, Dental colleges, VIMS, Super speciality Hospitals, District Head Quarters Hospitals, Area Hospitals, PHCs, CHCs. ✓ All Land Matters relating to the Hospitals, construction and maintenance of buildings under all buildings under the Department of HM&FW ✓ Establishment Matters relating to all Engineering establishments under the Department of HM&FW Department. ✓ Maintenance of Equipment, including Mortuary and Cold Storage Units under all units of HM&FW Department. |
| (I) | |
| ASO – I | <ul style="list-style-type: none"> ✓ All service and non-service matters relating to Drug Control Administration. ✓ Drugs and Cosmetics Act, 1940, Indian Poison Act 1919, and rules thereof and their enforcement ✓ Prevention of Alcoholism & Drug Abuse and sale of sub-standard and spurious drugs. ✓ Matters relating to Arogyasree scheme and Arogyasree Trust related matters, Employees Health Insurance and other Insurance related matters. ✓ All matters relating to AP Integrated Medical attendance Rules, 1972 and Medical Reimbursement related matters. ✓ Matters relating to MEMIS, Health Management Information System (HMIS) ✓ Policy matters connected with grant of permissions to private paramedical institutions; enhancement of seats; Rules connected therewith. ✓ Matters relating to Honorary Medical Practitioners' scheme (RMPs and PMPs) ✓ 108-Emergency Management Research Institute (EMRI) ✓ 104-Health Management Research Institute (HMRI)/FDHS |
| ASO - II | <ul style="list-style-type: none"> ✓ Audit of all departments under the control of Health, Medical and Family Welfare Department and follow-up Action ✓ Co-ordination and follow-up of Audit objections, CAG and PAC matters to the entire department, including the HoD establishment. ✓ Issuance of No-Objection Certificates to all categories of employees of all the HoDs under the administrative control of HM&FW Dept including Secretariat staff of the dept for overseas travel, and for other related purposes. ✓ RTI Act (Coordination, Monitoring and Reporting) ✓ Proposals relating to release of budget pertaining Drugs, Aarogyasri ✓ All miscellaneous matters not related to any section of the department. ✓ Matters relating to Medical invalidation cases. |
| (J) | |

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|------------------|---|
| | <ul style="list-style-type: none"> ✓ All matters relating A.P.Pharmacy Council and Pharmacy council of India and related matters. ✓ Matters relating to Nursing Council ✓ Establishment of Nursing Schools ✓ Spandana related issues. ✓ Matters relating to re-organisation Act. ✓ All matters relating to Comprehensive Cancer Care. ✓ All Service matters relating to all cadres of Statistical Officers. |
| (K) | |
| | <ul style="list-style-type: none"> ✓ A.P. Society for AIDS Control (APSACS) and activities for HIV-AIDS prevention ✓ Licensing and monitoring of Blood Banks and Blood Storage units ✓ Coordination with Indian Red Cross Society ✓ All Lokayukta/Upalokayukta, Lokadalat, SC ST National/State Commissions, National/State Commission for women (Coordination) ✓ Framing of general guidelines on private practice ✓ Co-ordination and followup of all HCM announcements/assurances, CMP Cases, CM Information System ✓ Protocol and State Functions ✓ HCM and Minister Visits within and outside the State. ✓ All Service matters of Class-IV employees under the control of DME, DH&FW, DPH and APVVP |
| OP | |
| A.S.O –I | <ul style="list-style-type: none"> ✓ Service matters relating to ASOs, SOs, PSs, Asst. Secys, Dy. Secys, Jt. Secys, Addl. Secretaries of non-cadre & cadre Officers. ✓ Sanction of Loans & Advances to all Categories of employees of the department including, Assistant Secretaries, Deputy Secretaries to Govt. ✓ All Training programmes for the staff. ✓ Service matters relating to Drivers, Record Assistants, and Class-IV employees ✓ Tappal and Dispatch Services ✓ Stores, Computers, Typewriters, Telephones, stationery, furniture and Vehicles of the Department ✓ Imprest Account Management ✓ Maintenance of Premises and offices of the Department etc. |
| A.S.O –II | <ul style="list-style-type: none"> ✓ Service matters relating to Stenographers, Assistants, Typists, TCAs, DR&T Assistants, etc. ✓ All meetings, publications, etc., relating to the Department. ✓ Administrative Reforms, Performance Management System, Citizen character, Good Governance, etc ✓ All other miscellaneous matters relating to the internal management of the department. ✓ Preparation of Number statement of the Department ✓ Preparation of Pay Bills of Officers and Staff of the Department; Petrol Bills, TA Bills, Telephone Bills. ✓ Vehicles and other Miscellaneous Matters. |
| VC.I | |
| A.S.O –I | <ul style="list-style-type: none"> ✓ All matters pertaining to the Vigilance Commission (VC) / Anti-Corruption Bureau (ACB) / Vigilance & Enforcement (V&E) of all HODs. |
| ASO – II | <ul style="list-style-type: none"> ✓ All disciplinary cases pertaining to all categories Officers both Gazetted and Non-Gazetted (other than ACB, VC, and V&E) working in all HoDs under the |

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| VC.II | |
| A.S.O –I | ✓ Disciplinary matters relating to all cadres of Civil Assistant Surgeons, Dental Assistant Surgeons, and Deputy Civil Surgeons working under the overall charge of Commissionerate of Health and Family Welfare (Directorate of Public Health, APVVP, IPM, APSACS, IIH&FW). |
| ASO – II | ✓ All Disciplinary matters relating to Civil Surgeon cadre and above under the Commissionerate of Health and Family Welfare (DHP&FW, APVVP, IPM, APSACS, IIH&FW) |

Section 4(1)(b)(iii): Procedure followed in Decision making process:-

| Activity | Description | Decision making process | Designation of final decision making authority |
|----------|--|-------------------------|--|
| | <p>The procedure followed in the decision making is common to all departments of Secretariat including Health, Medical & Family Welfare Department as prescribed in Business Rules and Secretariat Instructions Published by General Administration (Cabinet/IC) Department. These rules and instructions are amended from time to time by General Administration (Cabinet/IC) Department. These rules are amended from time to time by General Administration (Cabinet/IC) Department.</p> <p>The proposals of Health, Medical & Family Welfare Department are received in digital format (PDF) to the tappal email id of H.M&F.W Department: tappal-hmf01@ap.gov.in. The proposals received in the Department, through official e-mail/e-dispatch, shall be converted as e-receipts by the Tappal clerk and shall be sent to the concerned officers in the Department immediately. On perusal of Tappal by the concerned officers, they will be sent back to the concerned sections. The concerned Assistant Section Officer make an entry in the Personal Register and put up the same in the shape of a file with relevant extracts of Acts and rules and submit the file to the concerned Section Officer. The Section Officer scrutinizes the file and writes his remarks, and passes on the file to the concerned Assistant Secretary. The Assistant Secretary scrutinizes the file and the file passes through concerned Deputy Secretary / Joint Secretary / Addl.Secretary / Secretary to the Special Chief Secretary to Govt./Principal Secretary to Govt. ,as the case may be. All general correspondence are the Departments of Secretariat in digital format (PDF) through e-dispatch, to the official e-mail ID of IOC Sections of the Secretariat and DO Letters and other important correspondences are sent to the official e-mail ID of respective officer concerned.</p> <p>Certain currents/Proposals are received directly by the Spl. C.S./PrI.Secy/Secy. after receipt as per the urgency certain proposals are endorsed by the concerned Spl. C.S./PrI.Secy and they will be sent back to the sections. Concerned Sections will built file and resubmit to the concerned Officer.</p> | | |

Chapter – 5

Section 4(1)(b)(iv): Norms set for the Discharge of Functions:-

| Sl.No. | Function/service | Norms/Standards of | | |
|---|------------------|--------------------|--|--|
| <p>The norms for the discharge of functions of each department are defined in both Secretariat Office Manual and Business Rules. In general, Proposals Received from HODs/Others shall be processed and finally a reply given. Drafting of Legislation serving the Legislature by answering of questions, PAC etc., Completion of process reply should be given as early as possible</p> <p>The usual Officer hours are from 10.00 AM to 5.30 PM.</p> | | | | |

| Sl. No. | Description | Gist of contents | Price of the publication if priced |
|---|--|------------------|------------------------------------|
| Rules & Regulations/Instructions/Manuals/Records | | | |
| | <p>Besides common rules for administrative / financial matters as prescribed by GAD/Fin department, the following Acts and Rules are held for official use.</p> <p>(i) AP Public Health Act, 1939</p> <p>(ii) AP Medical Practitioners Registration Act, 1968</p> <p>(iii) Administration of APVVP Act, 1986</p> <p>(iv) Private Health Care Establishment Act, 2002 and Health Care Establishment Act 2010 and rules there of</p> | | --- |

Chapter – 7

Section 4(1)(b)(vi): Categories of Documents held by the Public Authority under its Control

| Sl. No. | Category of the Document | Title of the Document | Designation and address of the custodian (held by/ under the control of whom) |
|---------|--------------------------|-----------------------|---|
| 1 | Government Order (Ms) | | |
| 2 | Government Order (Rt) | | |
| 3 | Memo | | |
| 4 | Letter | | |
| 5 | U.O.Note | | |
| 6 | Office Order (Ms) | | |
| 7 | Office Order (Rt) | | |
| 8 | Endorsement | | |
| 9 | D.O. Letter | | |
| 10 | Circular Memo | | |

Chapter – 8

Section 4(1)(b)(vii) : Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

| Sl. No. | Function/service | Arrangements for consultation with or representation of public in relations with policy formulation | Arrangements for consultation with or representation of public in relations with policy implementation. |
|---|-------------------------|--|--|
| <p>The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from the rank of Assistant Secretary to Government and above. The Department's staffs are not allowed to entertain any visitors who come for their personal work.</p> <p>Therefore, the consultation with public representation is not relevant to Secretariat Departments in General and H.M&F.W Department in particular.</p> | | | |

Section 4(1)(b)(viii) : Boards, Councils, Committees and other Bodies Constituted as part of Public Authority

| Name of the Board, Council, Committee etc. | Composition | Powers & Functions | Whether its Meetings open to Public/Minutes of its meetings accessible for Public |
|---|--------------------|-------------------------------|--|
| <p>The constitution of boards and councils and committees that are relevant to the public is un-common for the departments in Secretariat including Health, Medical and Family Welfare Department, since the business carried out in Secretariat does not directly deal for public. The policies will be decided and are placed before legislature and after that they take form into Acts. The Heads of Departments under the administrative control of different departments in Secretariat give directions for the subordinate offices for implementation, overseeing and monitoring of works related to public as per the Acts and Rules.</p> <p>The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it does not directly deal with the public.</p> | | | |

Section 4(1)(b)(ix): Directory of Officers and Employees

| S.No | Name | Designation | Phone number |
|------|-----------------------------|--|--------------|
| 1. | Sri M T Krishna Babu, IAS | Principal Secretary to Government | 9177611110 |
| 2. | Smt P. Suvarna Rani | Additional Secretary to Government | 8790263509 |
| 3. | Sri M. Chinnapa Reddy | Joint Secretary to Government | 9000901921 |
| 4. | Sri K.V.N. Vijaya kumar | Deputy Secretary to Government | 7288878752 |
| 5. | Sri S. Jagan Mohan Reddy | Deputy Secretary to Government | 984982246 |
| 6. | Smt K. Radhika Manjari | Deputy Secretary to Government | 9704996336 |
| 7. | Smt V. Bramaramba | Assistant Secretary to Government | 8121019286 |
| 8. | Sri B. Sampath Kumar | Assistant Secretary to Government | 7995716263 |
| 9. | Sri K. Purnachandra Rao | Assistant Secretary to Government | 9247239946 |
| 10. | Sri N. Rama Krishna | Assistant Secretary to Government | 9949783552 |
| 11. | Sri A. Balaji Kumar | Assistant Secretary to Government | 9704699940 |
| 12. | Smt T. Sireesha Lakshmi P.S | P.S to Principal Secretary to Government | 9666650080 |
| 13. | Sri E. Chiranjeevi | Section Officer | 9441673918 |
| 14. | Sri R. Bhaskar Raju | Section Officer | 9849619358 |
| 15. | Sri P. Sankara Babu | Section Officer | 7288878767 |
| 16. | Sri P. Jagajeevana Rao | Section Officer | 9866849007 |
| 17. | Sri M. Anjaneya Reddy | Section Officer | 9963540454 |
| 18. | Sri A.Hari lal Naik | Section Officer | 7288878765 |
| 19. | Sri M. Ramesh | Section Officer | 9948585451 |
| 20. | Sri K. Ramesh Babu | Section Officer | 8106391622 |
| 21. | Sri B. Sreenivasan | Section Officer | 7780455697 |
| 22. | Sri Y. Venkateswarlu | Section Officer | 7288878764 |

| | | | |
|-----|----------------------------|---------------------------|------------|
| 25. | Sri K.Srinivas | Section Officer | 9000717769 |
| 26. | Sri Ch.V.D. Prasada Rao | Section Officer | 9440068528 |
| 27. | Sri N. Suneel Kumar | Assistant Section Officer | 8328235944 |
| 28. | Kum T.Aruna | Assistant Section Officer | 9490787198 |
| 29. | Sri B.Rama Mohana Rao | Assistant Section Officer | 7382245556 |
| 30. | Sri Y.Chenna Krishna Reddy | Assistant Section Officer | 9492409974 |
| 31. | Sri K.Naveen Kumar Reddy | Assistant Section Officer | 8500902305 |
| 32. | Smt Ch.Adi Lakshmi | Assistant Section Officer | 9959821197 |
| 33. | Sri S.Rama Koteswara Rao | Assistant Section Officer | 9493824025 |
| 34. | Sri K.Venkata Rao | Assistant Section Officer | 9491702807 |
| 35. | Sri K.Ajay Kumar | Assistant Section Officer | 7901273417 |
| 36. | Sri A.Nageswar | Assistant Section Officer | 9666913437 |
| 37. | Sri Chukka Prasad | Assistant Section Officer | 9581638228 |
| 38. | Sri K.V.R.S.Sandeep Gupta | Assistant Section Officer | 9912107383 |
| 39. | Sri Ibrahim | Section Assistant Grade-I | 9247511443 |

Chapter-11

Section 4(1)(b)(x): The monthly remuneration received by each of its officers and employees, including the system for compensation as provided in its regulations as on February, 2023

| S.No | Name | Designation | Gross Monthly Remuneration Rupees |
|------|-----------------------------|--|-----------------------------------|
| 1. | Sri M T Krishna Babu, IAS | Principal Secretary to Government | Rs 3,69,765/- |
| 2. | Smt P. Suvarna Rani | Additional Secretary to Government | Rs 2,03,342/- |
| 3. | Sri M. Chinnapa Reddy | Joint Secretary to Government | Rs 1,68,167/- |
| 4. | Sri K.V.N. Vijaya kumar | Deputy Secretary to Government | Rs 1,51,433/- |
| 5. | Sri S. Jagan Mohan Reddy | Deputy Secretary to Government | Rs 1,57,914/- |
| 6. | Smt K. Radhika Manjari | Deputy Secretary to Government | Rs 1,44,199/- |
| 7. | Smt V. Bramaramba | Assistant Secretary to Government | Rs 1,64,653/- |
| 8. | Sri B. Sampath Kumar | Assistant Secretary to Government | Rs 1,44,279/- |
| 9. | Sri K. Purnachandra Rao | Assistant Secretary to Government | Rs 1,44,229/- |
| 10. | Sri N. Rama Krishna | Assistant Secretary to Government | Rs 1,37,129/- |
| 11. | Sri A. Balaji Kumar | Assistant Secretary to Government | Rs 1,20,357/- |
| 12. | Smt T. Sireesha Lakshmi P.S | P.S to Principal Secretary to Government | Rs 83,985/- |
| 13. | Sri E. Chiranjeevi | Section Officer | Rs 1,09,199/- |
| 14. | Sri R. Bhaskar Raju | Section Officer | Rs 1,14,992/- |
| 15. | Sri P. Sankara Babu | Section Officer | Rs 1,06,336/- |
| 16. | Sri P. Jagajeevana Rao | Section Officer | Rs 93,158/- |
| 17. | Sri M. Anjaneya Reddy | Section Officer | Rs 93,158/- |
| 18. | Sri A.Hari lal Naik | Section Officer | Rs 95,158/- |
| 19. | Sri M. Ramesh | Section Officer | Rs 1,06,376/- |
| 20. | Sri K. Ramesh Babu | Section Officer | Rs 93,158/- |

| | | | |
|-----|----------------------------|---------------------------|---------------|
| 23. | Sri K. Sreenivasulu | Section Officer | Rs 95,606/- |
| 24. | Sri K. Seshagiri Rao | Section Officer | Rs 1,18,001/- |
| 25. | Sri K.Srinivas | Section Officer | Rs 1,12,021/- |
| 26. | Sri Ch.V.D. Prasada Rao | Section Officer | Rs 1,15,032/- |
| 27. | Sri N. Suneel Kumar | Assistant Section Officer | Rs 78,857/- |
| 28. | Kum T.Aruna | Assistant Section Officer | Rs 78,857/- |
| 29. | Sri B.Rama Mohana Rao | Assistant Section Officer | Rs 63,275/- |
| 30. | Sri Y.Chenna Krishna Reddy | Assistant Section Officer | Rs 1,08,984/- |
| 31. | Sri K.Naveen Kumar Reddy | Assistant Section Officer | Rs 63,275/- |
| 32. | Smt Ch.Adi Lakshmi | Assistant Section Officer | Rs 67,004/- |
| 33. | Sri S.Rama Koteswara Rao | Assistant Section Officer | Rs 78,857/- |
| 34. | Sri K.Venkata Rao | Assistant Section Officer | Rs 83,235/- |
| 35. | Sri K.Ajay Kumar | Assistant Section Officer | Rs 92,983/- |
| 36. | Sri A.Nageswar | Assistant Section Officer | Rs 67,004/- |
| 37. | Sri Chukka Prasad | Assistant Section Officer | Rs 63,275/- |
| 38. | Sri K.V.R.S.Sandeep Gupta | Assistant Section Officer | Rs 63,275/- |
| 39. | Sri Ibrahim | Section Assistant Grade-I | Rs 1,03,038/- |

Chapter-12

Section 4(1)(b)(xi): Budget allocated to each of its agency indicating the particular of all plans proposed, expenditures and reports on disbursements made

(Rupees in Lakhs)

| M.J.H.2251 M.H.090 SECRETARIAT H.O.D. HEALTH MEDICAL AND.... | Accounts 2020-21 | Budget Estimate 2021-22 | Revised Estimate 2021-22 | Budget Estimate 2022-23 |
|---|-----------------------------|--|---|--|
| 2251 SECRETARIAT – SOCIAL SERVICES | | | | |
| M.H.090 SECRETARIAT – S.H.(06) Health, Medical and Family Welfare Department | | | | |
| 010 Salaries | | | | |
| 011 Pay | 2,31.80 | 2,18.71 | 2,54.75 | 3,86.50 |
| 012 Allowances | 3.77 | 4.37 | 3.97 | 7.45 |
| 013 Dearness Allowance | 56.13 | 68.60 | 75.61 | 86.56 |
| 015 Interim Relief | 47.65 | 52.65 | 47.79 | 1.76 |
| 016 House Rent Allowance | 60.68 | 64.06 | 70.19 | 94.47 |
| 017 Medical Reimbursement | 5.84 | 1.64 | 8.95 | 3.86 |
| 018 Encashment of Earned Leave | 9.45 | 10.57 | 11.23 | 19.32 |
| 019 Leave Travel Concession | 1.83 | 0.10 | 2.08 | 3.86 |
| 321 Contributions towards CPS | | | | 20.38 |
| 322 Contribution towards EHS | | | | 1.48 |
| Total 010 | 4,17.15 | 4,20.70 | 4,74.57 | 6,25.64 |
| 100 Arrear Salaries | | | | |
| 101 Arrear Pay | 16.55 | 0.01 | 10.97 | 0.01 |
| | | 0.01 | | 0.01 |
| 102 Arrear Allowance | | | | |
| 103 Arrear Dearness Allowance | 3.01 | 0.01 | 28.71 | 0.01 |
| | | 0.01 | | |
| 105 Interim Relief Arrear | | 0.01 | 0.26 | 0.01 |
| 106 Arrear House Rent Allowance | | | | |
| Total 100 | 19.56 | 0.05 | 39.94 | 0.04 |

| | | | | |
|---|------------------|------------------|------------------|------------------|
| 130 Office Expenses | | | | |
| 131 Service Postage, Telegram and Telephone Charges | 0.20 | 0.50 | 0.38 | 0.70 |
| 134 Hiring of Private Vehicles | 13.10 | 15.00 | 10.70 | 16.20 |
| 135 Office Expenses – Consumables/Stationery | 2.95 | 10.00 | 6.70 | 10.00 |
| 137 Office Expenses – Administrative Expenses | | 0.60 | | 0.60 |
| 139 Office Expenses – Mobile Service /Call Charges | 1.17 | 1.35 | 1.03 | 1.35 |
| Total 130 | 17.42 | 27.45 | 18.81 | 28.85 |
| 280 Professional Services | | | | |
| 287 Payments to Direct Individual Professionals | 6.00 | | | |
| 300 Other Contractual Services | | | | |
| 302 Outsourcing Employees through agencies | 40.40 | 37.90 | 40.20 | 35.49 |
| 310 Grants in AID | | | | |
| 318 Obsequies Charges | 0.15 | 0.15 | | 0.15 |
| Total S.H.(06) | 5,02.68 | 4,89.25 | 5,73.52 | 6,93.17 |
| Total M.H.090 | 5,02.68 | 4,89.25 | 5,73.52 | 6,93.17 |
| Total 2251 | 5,02.68 | 4,89.25 | 5,73.52 | 6,93.17 |
| Gross Revenue | 770,26.05 | 856,27.76 | 884,24.31 | 815,56.05 |
| Deduct -Recoveries | -22,69.95 | | -97.73 | |
| Net Revenue | 747,56.10 | 856,27.76 | 883,26.58 | 815,56.05 |

Chapter-13

Section 4(1)(b)(xii): The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

| Name of Programme/Activity | Nature / scale of subsidy | Eligibility criteria for grant of subsidy | Designation of officer to grant subsidy. |
|-----------------------------------|----------------------------------|--|---|
| NIL | | | |

| Name of Programme/Activity | Application Procedure | Sanction procedure | Disbursement procedure. |
|-----------------------------------|------------------------------|---------------------------|--------------------------------|
| NIL | | | |

Chapter-14

Section 4(1)(b)(xiii) : Particulars of recipients of concessions, permits or authorizations granted.

| Name of Programme/Scheme | | | | |
|---------------------------------|---|--|----------------------|---|
| S.No | Name & Address of recipient institutions | Nature / quantum of benefit granted | Date of grant | Name & Designation of granting authority |
| NIL | | | | |

held by it, reduce in an electronic form.

The detailed information of the Health, Medical & Family Welfare Department is available on Government Websites viz., www.hmfw.ap.gov.in/, <https://gad.ap.gov.in/>; www.apegazette.cgg.gov.in

Chapter-16

Section 4(1)(b)(xv): The particulars of facilities available to citizens for obtaining information, including the workings of a library or reading room, if maintained for public use.

Citizens may visit Secretariat Office between 15.00 hours to 17.00 hours and Contact Public Information Officers and Assistant Public Relation Officer in the Secretariat.

Chapter-17

Section 4(1)(b)(xvi): The names, designations and other particulars of the Appellate Authorities and Public Information Officers;-

| Name of the Department | State Assistant Public Information Officer (1) | State Public Information Officer (2) | 1st Appellate Authority (3) |
|-------------------------------|---|--|--|
| HM&FW Dept. | Section Officers of G,I Sections | Sri B.Sampath Kumar, Asst.Secy. to Govt., (G & I Sections) ROOM NO.154 5 th BLOCK, GROUND FLOOR. AP Secretariat, Velagapudi, Guntur.,AP. Phone No.7995716263 | Smt. P. Suvarna Rani, Addl.Secy. to Govt., ROOM NO.141 5 th BLOCK, GROUND FLOOR, AP Secretariat, Velagapudi, Guntur.,AP. Phone No.8790263509 |
| HM&FW Dept. | Section Officers of D, F, J Sections | Sri A.Balaji Kumar, Asst.Secy. to Govt. ROOM NO.151 5 th BLOCK, GROUND FLOOR AP Secretariat, Velagapudi, Guntur.,AP. Phone No. 9704699940 | Sri M. CHINNAPA REDDY, Jt. Secy. to Govt., ROOM NO.140 5 th BLOCK, GROUND FLOOR Secretariat, Velagapudi, Guntur.,AP. Phone No. 9000901921 |
| HM&FW Dept. | Section Officers of A, C & OP Sections | Sri N.Rama Krishna, Asst.Secy.to Govt., ROOM NO.152 5 th BLOCK, GROUND FLOOR AP Secretariat, Velagapudi, Guntur.,AP. Phone No. 9949783552 | Sri K.V.N VIJAYA KUMAR, Dy.Secy. to Govt., ROOM NO.149 5 th BLOCK, GROUND FLOOR Secretariat, Velagapudi, Guntur.,AP. Phone No. 9581992019 |
| HM&FW Dept. | Section Officers of B,E & K Sections | Sri K.Purna ChandraRao, Asst.Secy. to Govt. ROOM NO.153 5 th BLOCK, GROUND FLOOR, AP Secretariat, Velagapudi, Guntur.,AP. Phone No. 9247239946 | Sri S.JAGAN MOHAN REDDY, Dy.Secy. to Govt., ROOM NO.149 5 th BLOCK, GROUND FLOOR Secretariat, Velagapudi, Guntur.,AP. Phone No. 984982246 |
| HM&FW Dept. | Section Officers of VC-I, VC-II & H Sections | Sri V. Bramaramba, Asst. Secy. to Govt. ROOM NO.155 5 th BLOCK, GROUND FLOOR AP Secretariat, Velagapudi, Guntur.,AP. Phone No.8121019286 | Smt. K. RADHIKA MANJARI, Dy.Secy. to Govt., ROOM NO.168 5 th BLOCK, GROUND FLOOR, AP Secretariat, Velagapudi, Guntur.,AP. Phone No. 9704996336 |

Section 4(1)(b)(xvii) Such other information as may be prescribed:

- NIL